



# Jersey Community Unit School District No. 100

100 Lincoln Ave., Jerseyville, IL 62052

618-498-5561

## Job Description

<b>Position:</b>	<b>Head Cross Country Coach - JCHS</b>
<b>School Year:</b>	<b>2024-25</b>

### Job Summary

The head cross country coach is responsible for directing and coordinating the planning, organizing, and coaching of the Jersey Community High School and Jersey Community Middle School cross country programs. The head coach works under the supervision of the building principal and activities director.

Additional responsibilities include but are not limited to:

- Provide leadership and instruction in the cross country program, school, and community.
- Model sportsmanship and maintaining appropriate conduct towards players, officials, and spectators.
- Model nondiscriminatory practices in all activities.
- Establish and maintain open communication with student-athletes, parents, administrators, and teachers.
- Encourage potential student athletes to participate in the program.
- Take all necessary precautions to protect the safety and well-being of student athletes.
- Direct and coordinate the activities of the staff in the planning, organizing, and coaching of the Jersey Panther cross country program.
- Promote the program by communicating with the news media, booster club, and other organizations in a professional manner.
- Work with the athletic director to schedule competitions and coordinate activities.
- Ensure the staff and players are in compliance with the Jersey CUSD #100 Board Policies, JCHS Co-Curricular Code of Conduct, Mississippi Valley Conference (JCHS) policies, and IHSA (JCHS) and IESA (JCMS) policies and regulation.
- Study, evaluate, and implement innovations in the program.
- Represent the JCHS/JCMS Athletic Department in a professional way on and off the field.
- Maintain a current inventory of all fixed assets within the program and ensure these items are clean, in good operating condition, and stored appropriately.
- Perform other duties assigned by the athletic director or principal limited to those consistent with being the head cross country coach.
- Strive for the cross country program to achieve the Core Values of the JCHS/JCMS Athletic Program
  1. Build and Maintain Winning Programs
  2. Academic Achievement
  3. Strength and Conditioning Program Excellence
  4. Sportsmanship, Character, Loyalty, and Integrity
  5. Contributions to Life Success of Students
  6. School Loyalty and Support
  7. Gender, Minority, and Program Equity
  8. Encourage Participation/Involvement
  9. Community Service
  10. Support All Extra-Curricular Programs

## Disclaimer

*The statements above are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

## Qualifications

Illinois Professional Educator License and/or ASEP Certification. Coach must be 21 years of age. Coaching experience preferred.

## Application Procedures

Candidates are invited to apply by submitting the following information digitally to **Lisa Schuenke, Director of Finance and Human Resources**, at [lisa.schuenke@jersey100.org](mailto:lisa.schuenke@jersey100.org):

### Internal Candidate

- Formal letter of interest

### External Candidate

- Formal letter of interest
- Resume
- Three letters of reference
- [Employment Application](#) (Not applicable for long-term subs)

**(Educators / Coaches - Include all items below that apply)**

- Proof of Licensure in the State of Illinois as an educator (teachers, paraprofessionals)
- Unofficial transcripts (teachers, paraprofessionals only)  
*(Applicant should have official transcripts sent from the institution when requested by District)*
- ASEP Certification (coaches only)

**Jersey Community District No. 100 offers a competitive salary and benefits package, including many professional development opportunities and an instructional climate that is second to none. An FBI fingerprint/background check will be required of all candidates who are hired.**

*Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral, and all professional organization that have entered into agreements with Jersey Community Unit School District No. 100 are hereby notified that our school district does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission or access to, or treatment or employment in, its programs and activities. Inquiries or concerns regarding the application of this notice may be referred to our School District's Compliance Coordinator for civil rights laws. Any person who is unable to resolve a problem or grievance arising under Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 and other federal laws and regulations may contact the Office for Civil Rights. Any person having questions regarding the above is directed to contact Jersey Community Unit School District No. 100, Non-discrimination Liaisons, Mr. Cory Breden or Mrs. Lisa Schuenke at 100 Lincoln Ave., Jerseyville, IL 62052, or call 618-498-5561.*